

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No. M-229**

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**Agency**

**Town of Bel Air**

**Division/Unit**

**Public Works**

**Item No.**

**Description**

**Retention**

1

**Building Permits & Certificates of Occupancy**

Contains all correspondence relating to building/construction activity at various locations in the Town of Bel Air to include but not limited to building permit worksheet (application), plans and drawings, reviewing agency(s) comments, field inspector(s) reports, and final use and occupancy certificate approval. Pursuant to Article 2, Chapter 8, Building Code, rules and regulations are established for the construction alteration, removal, demolition, use and occupancy, location and maintenance of buildings/structures within the Town of Bel Air.

Retain permanently

**Retain in Office for ten (10) years then transfer to the Maryland State Archives.**

2

**Engineering Project Files**

Contains but is not limited to correspondence, plans and design computations.

Retain for three (3) years after completion of project, and then destroy.

3

**Stormwater Management Inspection Reports**

Contains - field inspection reports conducted every three (3) years on Stormwater Management Ponds at various locations in Town. Pursuant to Environment Article, Title 4, Subtitle Annotated Code of Maryland, management of storm water runoff is a necessity to minimize damage to public/private properties as a result of land development.

Retain until updated or superseded, and then destroy.

4

**Property & Land Agreements**

Contains copies of signed agreements between the Town of Bel Air and other Parties which include but not limited to, Public Works & Developer's Agreements, Easement Agreements and Rights-of-Way Agreements. Although originals are kept in the Administration office, there is a need for hands-on access by the DPW Director who reviews and approves all developments and projects within the Town.

Screen annually. Remove material having no further administrative or operational value, and then destroy.

**Approved by Department, Agency or Division Representative**

Date 2/3/00

Signature Chris G. Schlehr

Type Name Chris G. Schlehr

Title Town Administrator

**Schedule Authorized by State Archivist**

Date 13 NOV 08

Signature Edward C. Tegen

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**Plans and Drawings**

Contains signed Site Plans, Utility and Road Plans, Stormwater Management Plans, etc. All Plats are recorded in the Harford County Land Records.

Retain permanently for eventual transfer to the State Archives.

6

**Utility Cut Permits**

Contains permit application, site plan and field inspection reports for work performed by various contractors in the Town's rights-of-way.

Screen annually. Remove material having no further administrative or operational value, and then destroy.

7

**Vehicle and/or Equipment Information**

Contains correspondence, brochures and catalogs pertaining to but not limited to the acquisition of new and used vehicles and equipment.

Retain until it is no longer on the Town Asset Inventory and then destroy.

8

**Emergency Response & Sewer Maintenance Reports**

Contains 24-hour on-call emergency response reports and daily sewer maintenance reports to include but not limited to sewer backups, snow & ice removal, fallen trees, clogged storm drains, etc.

Retain for three (3) years. Remove material having no further administrative or operational value, and then destroy.

9

**Sanitary Sewer Pumping Stations**

Contains correspondence pertaining to but not limited to the installation and maintenance of Town owned pumping stations.

Retain until it is no longer on the Town Asset Inventory, and then destroy.

10

**Miss Utility Tickets**

Contains written utility marking requests from Miss Utility – requiring Town staff to mark/locate underground utility lines (sanitary sewer) prior to performing excavation work. Pursuant to Maryland State Law Title 12 -- it is the intent of the General Assembly to protect underground facilities of owners from destruction, damage, or dislocation to prevent: (1) death or injury to individuals; (2) property damage to private and public property; and (3) the loss of services provided to the general public.

Retain for one (1) year, and then destroy.

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**Personnel Files**

Contains but not limited to personal information, personnel actions, workers compensation, doctor slips, etc. Although Human Resources keeps a file on each employee, DPW has a more complete file in particular all in-house training, letters of recognition, awards, qualifications, i.e. equipment & vehicle operations skills, vaccinations Hep"B" Vac. history, next scheduled DOT & Audio physical due dates, etc. It is important to have quick access to employee files when the employee seeks information.

Retain until completion of employment, and then transfer to Human Resources.

12

**Timecards, Leave & Overtime Slips, Copies of Timesheets**

Contains leave and overtime request slips, time clock cards and worksheets signed by each employee and supervisor.

Retain for two (2) years and then destroy.

13

**Citizen Service Request Reports**

Contains service requests and field inspector(s) findings - involving street light outages, fallen trees, potholes, sidewalk repairs, broken and/or missing street signs, etc.

Retain for one (1) year and then destroy.

14

**Incoming & Outgoing Mail**

Contains daily correspondence dealing with various departmental issues to include but not limited to developer's project, planning and zoning approvals and interoffice mail.

Screen and retain permanently any material having administrative, legal or historical value that serves to document the origin, development, functions and accomplishments of the Department. Transfer periodically to the Maryland State Archives. ~~Retain all other material for two (2) years and then destroy. Email will be printed and retained same as hardcopy.~~

15

**Cash Receipt Books**

Contains written cash receipts for public works fees to include but not limited to building permit fees, Stormwater management fees, Grading Permit fees and utilities permit fees.

Retain for one (1) year, and then destroy.

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**Safety Trainer Program**

Contains a 7-Minute Safety Trainer Program approved by OSHA and is designed to assist supervisors in discussing proper safety measures and actions with the employees. Includes session sign in attendance sheets, trainer's session guide, employee handouts and a quiz at the end of the session. Contains employee in-house training records – signed roster/attendance sheets.

Screen annually. Remove material having no further administrative or operational value, and then destroy.

17

**General Files**

Contains but not limited to certificates of liability insurance for contractors, vehicle inspection reports, phone message books, and quarterly reports.

Screen annually and retain permanently any material that serves to document the origin, development and accomplishments of the Department. Transfer periodically to the Maryland State Archives. Destroy material having no further administrative or operational value.

18

**Purchasing Contracts**

This series applies to all Town of Bel Air Commissioners' bid solicitations for, but not limited to, vehicle/equipment purchases; building maintenance/ repairs; infrastructure improvements and services contracts and includes all standard purchasing forms as well as other purchasing media which provide supporting data for special and general purchasing records. Purchasing records may include all or some for the following documents:

- A. Bid Specifications
- B. Information for Bidders
- C. Proposal and Contract Agreement
- D. Bid and Quote File
- E. Bid Tabulation Records
- F. Copy of Contract(s) Awarded
- G. Advertising and Bids
- H. Notice of Award of Contract(s)

Retain for five (5) years, screen, remove material having no further administrative or operational value, and then destroy.

19

**Infrastructure Inspection Reports**

Contains but is not limited to, maintenance inspection reports for Town Parks & Playgrounds, Town Buildings and Facilities, Town Parking Lots, Street Repairs/Maintenance (RSMS), Sidewalk/Repairs Maintenance, Fire Extinguishers, etc.

Retain for three (3) years and then destroy.